







# MEDIA DEVELOPER



**ASSESSMENT PACKAGE** 

National Vocational Certificate Level 3

Version 1 - November, 2019





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# MEDIA DEVELOPER



ASSESSMENT PACKAGE
National Vocational Certificate Level 3

Version 1 - November, 2019

Title of Qualification: Audio/Video Editor	CS Code:	Level: 3	Version: 1
Competency Standard Title: Audio/Video Editor	Assessment D	Pate (DD/MM/YY	):

Candidate	Name:					
Details						
	Registration/Roll Number:					
	To meet this standard, you are required to complete the following within 5 hours' time frame (for practical demonstration & assessment):					
Guidance for	<ol> <li>Assessment Task 1: Make a 1 minute promo/show reel as per given assessor instruction</li> </ol>					
Candidate	And complete:					
	<ol> <li>Knowledge assessment test (Written or Oral)</li> <li>Portfolios at the time of assessment (if any)</li> </ol>					
	During a practical assessment, under observation by an assessor, you will complete:					
	Make a 1 minute promo/show reel as per given assessor instruction					
	Performance Criteria 1: Review and Collect Storyboard/Script for promo					
	Performance Criteria 2: Draw Thumbnail Sketches for promo					
	Performance Criteria 3: Arrange Footages/Audio promo					
	Performance Criteria 4: Arrange and collect Images promo					
	Performance Criteria 5: Design a layout or graphics for promo					
	Performance Criteria 6: Perform compositing and animate graphics					
	Performance Criteria 7: Create project and Set video format rate, aspect ratio, field					
	Performance Criteria 8: Import videos, graphics, Animated files and Audio and place them in specific folders					
	Performance Criteria 9: Prepare timeline and place audios videos and other data on timeline/sequence					
Minimum	Performance Criteria 10: Balance audio of promo					
Evidence	Performance Criteria 11: Cut and adjust video clips for promo Performance Criteria 12: Place and sync audio/video for promo					
Required	Performance Criteria 12: Prace and synic audio/video for promo					
	Performance Criteria 14: Add music and sound effects for promo					
	Performance Criteria 15: Perform color treatment of promo					
	Performance Criteria 16: Add video & audio transitions on timeline					
	Performance Criteria 17: Place graphic & animations on timeline					
	Performance Criteria 18: Apply flicker remover and field on graphics					
	Performance Criteria 19: Render timeline and preview					
	Performance Criteria 20:Select output format as per project requirement					
	Performance Criteria 21: Export timeline as per select output format					
	Portfolios required at the time of assessment (if any) for Audio/Video Editor					
	Performance criteria 1 for the evaluation of portfolio: Logbook of practical work on photography					
	work on photography					

Candidate Details	Name: Candidate Signature:	
Assessment Outcome	COMPETENT   Name of the Assessor:  Signature of the Assessor:	

Assessment Summary (to be filled by the assessor)								
Activity			Method	t		Result		
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent	
Practical Skill Demonstration			✓					
Knowledge Assessment	✓	✓						
Other Requirement				✓				
Each Assessment Task (with per	formanc	e criteri	ia)					

Assessment Task 1  Description of Make a 1 minutes assessor instruction.			ite pron		ask 1 w reel as per given
During followir	the practical assessment, candidate de	monstrated the	Yes	No	Remarks
1	Performance Criteria 1: Review and C Storyboard/Script for promo	ollect			
2	Performance Criteria 2: Draw Thumbn for promo	ail Sketches			
3	Performance Criteria 3: Arrange Foota promo	iges/Audio			
4	Performance Criteria 4: Arrange and control promo	ollect Images			
5	Performance Criteria 5: Design a layor for promo	ut or graphics			
6	Performance Criteria 6: Perform comp animate graphics	ositing and			
7	Performance Criteria 7: Create project format rate, aspect ratio, field	and Set video			
8	Performance Criteria 8: Import videos, Animated files and Audio and place the folders				
9	Performance Criteria 9: Prepare timeli audios videos and other data on timeli				
10	Performance Criteria 10: Balance aud	io of promo			
11	Performance Criteria 11: Cut and adju	st video clips			
12	Performance Criteria 12: Place and sy for promo	nc audio/video			
13	Performance Criteria 13: Apply video a effects for promo	and audio			
14	Performance Criteria 14: Add music a effects for promo	ind sound			
15	Performance Criteria 15: Perform colo promo	or treatment of			
16	Performance Criteria 16: Add video & audio transitions on timeline				
17	Performance Criteria 17: Place graphic & animations on timeline				
18	Performance Criteria 18: Apply flicker remover and field on graphics				
19	Performance Criteria 19: Render timeline and preview				
20	Performance Criteria 20:Select output project requirement	format as per			
21	Performance Criteria 21: Export timelin select output format	ne as per			
Compe	etent	Not Yet Compe	tent 🗆		

Portfolio (if any)  Description Logbook of							audio/video editor
Current ☐ Sufficient ☐ Authentic		c□ Valid□ Reliable□			Reliable 🛘		
Portfolio meet the following performance standards:				Yes	No	Remarks	
1	Performance criteria 1: Logbook of practical work on audio/video editor			rk on			
Competent ☐ Not Yet Con			Compe	etent 🗆			

Title of Qualification:	CS Code:	Level:	Version:
Photography		3	1
Competency Standard Title:	Assessment D	ate (DD/MM/YY	):
Competency Standard Title: Photography	Assessment D	Date (DD/MM/YY	):
	Assessment D	Pate (DD/MM/YY	):

Candidate Details	Name:
	Registration/Roll Number:
	To meet this standard, you are required to complete the following within 6 Hours' time frame (for practical demonstration & assessment):
Guidance for	<ol> <li>Assessment Task 2: Perform photoshoot given by the assessor on the particular subject in indoor/outdoor.</li> </ol>
Candidate	And complete:
	<ul><li>5. Knowledge assessment test (Written or Oral)</li><li>6. Portfolios at the time of assessment (if any)</li></ul>
Minimum Evidence Required	During a practical assessment, under observation by an assessor, you will complete:

#### Perform photoshoot of assessor given subject in the studio

Performance Criteria 1: Identify subject's light

Performance Criteria 2: Identify types of light in studio

Performance Criteria 3: Prepare location design and Set background

Performance Criteria 4: Measure intensity of light on location

Performance Criteria 5: Set selected light equipment & accessories as per photoshoot

Performance Criteria 6: Develop light pattern

Performance Criteria 7: Adjust Reflected light

Performance Criteria 8: Identify and Arrange props as per location design

Performance Criteria 9: Identify exposure for capturing image of assessor's given subject & technique

Performance Criteria 10: Adjust ISO for capturing image of assessor's given subject & technique

Performance Criteria 11: Adjust White-balance/Kalvin for capturing image of assessor's given subject & technique

Performance Criteria 12: Set metering system for capturing image of assessor's given subject & technique

Performance Criteria 13: Adjust Shutter Speed for capturing image of assessor's given subject & technique

Performance Criteria 14: Adjust Aperture for capturing image of assessor's given subject & technique

Performance Criteria 15: Adjust Adjust depth of field for capturing image of assessor's given subject & technique

Performance Criteria 16: Capture image of assessor's given subject & technique

Performance Criteria 17: Review images for editing

Performance Criteria 18: Create Layout on editing software

Performance Criteria 19: Apply editing tools for preparing photos as per instruction given by assessor

Performance Criteria 20: Apply design principles tools for preparing album/portfolio as per instruction given by assessor

Performance Criteria 21: Save pictures on designated folder

.....

**Portfolios required at the time of assessment (if any) for :** Logbook of practical work on photography

Performance criteria 1 for the evaluation of portfolio: Log book of practical work on photography

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Continued on following page

Candidate Details	Name:  Candidate Signature:	Ğ
Assessment Outcome	COMPETENT   Name of the Assessor:  Signature of the Assessor:	

Assessment Summary (to be filled by the assessor)								
Activity			Method			Result		
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent	
Practical Skill Demonstration			✓		✓			
Knowledge Assessment	✓	✓						
Other Requirement	Other Requirement			✓				
Assessment Task 1  Description of assessment task 2  Perform photoshoot given by the assessor on the particular subject in indoor/outdoor.						sor on the		

During the practical assessment, candidate demonstrated the following:			Yes	No	Remarks
1	Performance Criteria 1: Identify subject	t's light			
2	Performance Criteria 2: Identify types o studio	of light in			
3	Performance Criteria 3: Prepare location Set background	on design and			
4	Performance Criteria 4: Measure intensionation	sity of light on			
5	Performance Criteria 5: Set selected lig & accessories as per photoshoot Performance Criteria 6: Develop light p				
6	Performance Criteria 7: Adjust Reflecte	ed light			
7	Performance Criteria 8: Identify and Ar as per location design	range props			
8	Performance Criteria 9: Identify exposucapturing image of assessor's given sutechnique				
9	Performance Criteria 10: Adjust ISO fo image of assessor's given subject & ter				
10	Performance Criteria 11: Adjust White- balance/Kalvin for capturing image of a given subject & technique				
11	Performance Criteria 12: Set metering capturing image of assessor's given su technique				
12	Performance Criteria 13: Adjust Shutte capturing image of assessor's given su technique				
13	Performance Criteria 14: Adjust Apertu capturing image of assessor's given su technique				
14	Performance Criteria 15: Adjust Adjust for capturing image of assessor's giver technique				
15	Performance Criteria 16: Capture imag assessor's given subject & technique	e of			
16	Performance Criteria 17: Review image	es for editing			
17	Performance Criteria 18: Create Layou software	t on editing			
18	Performance Criteria 19: Apply editing tools for preparing photos as per instruction given by assessor				
19	Performance Criteria 20: Apply design principles tools for preparing album/portfolio as per instruction given by assessor				
20	Performance Criteria 21: Save pictures designated folder	on			
21	Performance Criteria 1: Identify subject	t's light			
Compe	tent 🗆	Not Yet Compe	tent 🗖		

Portfolio (if any)  Descriptio Logbook of							photography	
Current ☐ Sufficient ☐ Authentic ☐			с□	Valid			Reliable 🗆	
Portfoli	Portfolio meet the following performance standards:				Yes	No	Remarks	
1	Performance criteria 1 for the evaluation of portfolio: Log book of practical work on photography			rtfolio:				
Competent ☐ Not Yet Com			et Compe	etent $\square$				

Title of Qualification: Photographer	CS Code: 0211001001	Level:	Version: 1
Competency Standard Title: Manage Photography Project	Assessment Date (DD/MM/YY):		·):

Guidance	To complete your assessment for this Competency Standard, you need to
for	answer the questions on the following pages successfully.
Candidate	

Candidate Details	Name:  Candidate Signature:	. Registration/Roll Number:
Written Assessment Outcome	COMPETENT   Name of the Assessor:  Signature of the Assessor:	NOT YET COMPETENT   . Assessor's code:

Title of Qualification: Photographer	CS Code:	Level: 3	Version: 1
Competency Standard Title:  Manage Photography Project	Assessmen	t Date (DD/MI	 M/YY):

Questi	on	Candidate's answer
1.	Why work break down structure is important?	to manage time and project.
2.	When you divide your work into small packages is called	Work break down structure
3.	Recce is	<ul> <li>visiting location before photography event</li> <li>analyzing location pros &amp; cons before shoot</li> </ul>
4.	A pre-shoot survey/ exploration of a location for shoot is	a. Recce b. Lookout c. Shoot d. Composition
5.	is a pre-filming visit to a location to determine its suitability for shooting	recce
6.	Access to necessary facilities and assessment of any potential lighting or sound issues include in	recce
7.	is legal documentation/work permit compulsory for outdoor shoot? Yes/No	yes
8.	labeling, indexing and storing data in particular storage derive is called	Archive

Question	Candidate's answer
labeling date and creating list is called	Indexing

Title of Qualification: Photographer	CS Code: 021100993	Level: 3	Version:
Competency Standard Title: Set photographic composition	Assessment Date (DD/MM/YY):		'):

Candidate Details	Name:  Candidate Signature:	. Registration/Roll Number:
Written Assessment Outcome	COMPETENT   Name of the Assessor:  Signature of the Assessor:	NOT YET COMPETENT   . Assessor's code:

Title of Qualification:	CS Code:	Level:	Version:
Photographer		3	1
	Assessment Date (DD/MM/YY):		
Competency Standard Title:	Assessmen	t Date (DD/MI	M/YY):
Competency Standard Title: Set photographic composition	Assessmen	t Date (DD/MI	M/YY):
	Assessmen	t Date (DD/MI	M/YY):

Question	Candidate's answer
10. What are the basic rule of composition?	Ans. The Basic rule of composition is the art of arranging subject in a frame.
11. Describe Lighting effect in composition?	Any effects of light create a vital effect in composition called lighting effects composition.
12. What is rule of third?	Utilization of one third frame is called rule of third
13. Name any 4 composition techniques	<ul> <li>Simplicity (photography)</li> <li>Symmetrical balance.</li> <li>Asymmetrical balance.</li> <li>Radial balance.</li> <li>Rule of thirds.</li> <li>Leading lines.</li> <li>Golden Ratio.</li> <li>Framing (photography)</li> </ul>
14. What are four basic composition rules?	<ul> <li>1<sup>st</sup> rule is no rule</li> <li>2<sup>nd</sup> rule is you can divide view finder in two parts</li> <li>3<sup>rd</sup> rule is utilization of one third frame</li> <li>4<sup>th</sup> rule is fill the frame</li> </ul>

Title of Qualification: Photographer	CS Code:	Level:	Version:
	021100994	3	1
Competency Standard Title: Capture Image	Assessment Date (DD/MM/YY):		'):

Candidate Details	Name:  Candidate Signature:	3
Written Assessment Outcome	COMPETENT   Name of the Assessor:  Signature of the Assessor:	NOT YET COMPETENT  Assessor's code:

Title of Qualification:	CS Code:	Level:	Version:
Photographer		3	1
Competency Standard Title:	Assessmen	t Date (DD/M	M/YY):
Competency Standard Title: Capture Image	Assessmen	t Date (DD/M	M/YY):
	Assessmen	t Date (DD/M	M/YY):

Question	Candidate's answer
15. What is ISO in photography?	Intensity of photo sensor is called ISO.
16. What is white balance?	<ul> <li>White balance manages color temperature/contrast</li> <li>Relative warmth or coolness of white light</li> </ul>
17. Name the metering modes	<ul> <li>Center weighted metering</li> <li>Spot metering</li> <li>Partial metering</li> <li>3D matrix metering</li> <li>Evaluated metering</li> </ul>
18. What is the RGB?	RGB stands for <b>Red, Green, and Blue</b> and refers to the three primary colors
19. Combination light bandwidth describe as color theory.	a. True (Correct Answer) b. False
20 is the art of arranging objects in a frame	a. Third Rule b. Composition (Correct Answer) c. ISO d. Kelvin
21. 1 <sup>st</sup> rule is no rule	a. True (Correct Answer) b. False
22. Describe the exposure?	<ul> <li>Exposer is combination of aperture ISO and shutter speed</li> <li>Light x Time = exposure</li> </ul>

Title of Qualification: Photographer	CS Code:	Level:	Version:
	021100995	3	1
Competency Standard Title: Edit Photos	Assessment Date (DD/MM/YY):		):

Candidate Details	Name:  Candidate Signature:	3
Written Assessment Outcome	COMPETENT   Name of the Assessor:  Signature of the Assessor:	NOT YET COMPETENT   . Assessor's code:

Title of Qualification:	CS Code:	Level:	Version:
Photographer		3	1
Competency Standard Title:	Assessmen	t Date (DD/M	M/YY):
Competency Standard Title: Edit Photos	Assessmen	t Date (DD/M	M/YY):
	Assessmen	t Date (DD/M	M/YY):

Question	Candidate's answer
23. How do you control the contras and shade in editing?	Through levels and curves
24. How do you adjust the composition in editing?	The cropping & sizing tools
25. Describe the utilization of filter and shades?	Use the effects tools to get the effect of filter and shades
26. How do you change lighting effects in editing?	By Utilization of contrast and levels

Title of Qualification: Photographer	CS Code: 021100990	Level:	Version:
Competency Standard Title: Select & Paper work for Exhibation	Assessment D	Date (DD/MM/YY	'):

Guidance	To complete your assessment for this Competency Standard, you need to
for	answer the questions on the following pages successfully.
Candidate	

Candidate Details	Name:  Candidate Signature:	•
Written Assessment Outcome	COMPETENT   Name of the Assessor:  Signature of the Assessor:	NOT YET COMPETENT   . Assessor's code:

Title of Qualification:	CS Code:	Level:	Version:
Photographer		3	1
Competency Standard Title:	Assessmen	t Date (DD/M	M/YY):
Competency Standard Title: Select & Paper work for Exhibation	Assessmen	t Date (DD/M	M/YY):
	Assessmen	t Date (DD/M	M/YY):

Question	Candidate's answer
27. Describe techniques to display photograph?	There different ways to display, you can hang on walls, you can display on easel.
28. Define selection of printing method?	Photographic printing, inkjet printing, vinyl canvas printing

Title of Qualification: Audio/Video Editor	CS Code:	Level:	Version:
	021100996	2	1
Competency Standard Title: Perform Compositing	Assessment D	Pate (DD/MM/YY	'):

Candidate Details	Name:  Candidate Signature:	. Registration/Roll Number:
Written Assessment Outcome	COMPETENT   Name of the Assessor:  Signature of the Assessor:	NOT YET COMPETENT   . Assessor's code:

Title of Qualification:	CS Code:	Level:	Version:
Audio/Video Editor		2	1
Competency Standard Title:	Assessmen	t Date (DD/M	M/YY):
Competency Standard Title: Perform Compositing	Assessmen	t Date (DD/M	M/YY):
	Assessmen	t Date (DD/M	M/YY):

Question	Candidate's answer
29. How many basic types of Layers are in Aftereffects?	a. 10 b. <b>9</b> c. 5 d. 6
30. Cameras in aftereffects can work on 2d layers?	a. <b>True</b> b. False
31. We can change composition size and duration any time.	a. <b>True</b> b. False
32. we cannot import audio in aftereffects	a.True b. <b>False</b>
33. 2d layers cannot be changed to 3d in composition.	a.True b. <b>False</b>
34. What is compositing	Compositing is taking multiple elements, from various sources and combining them into one, seamless shot, with the aim of convincing the viewer that all of these separate elements were actually in the same place, at the same time and captured by the same camera.
35. What is title safe action in aftereffects?	Answers:  The inner 80 percent of the image is known as <i>title safe</i> . It is used to animate our animation safely so it cannot be cutted on TVs.
36. What is the function of key frames in After Effects?	The function of the key frames is to set parameters for audio, motion, visual effects and many other properties for any image or object by changing them over time.

Question	Candidate's answer
37. What is the different axis you can rotate?	There are three axis x, y and z that picture/object can rotate and to select the axis, you have to click on the right side of one of the three boxes that resides right below the "Tool bar".
38. What is a mask in after effects?	The mask is the technique by which you can select the specific area within the image or picture you want to modify while leaving the rest of the image steady.
39. What is 'ease in' and 'ease out' in after effects?	Slowing down the speed of your moving picture is known as 'ease in' while to bring it back to its original speed is known as 'ease out'.

Title of Qualification: Audio/Video Editor	CS Code:	Level:	Version:
	021100997	2	1
Competency Standard Title: Design Graphics	Assessment D	Date (DD/MM/YY	·):

Guidance	To complete your assessment for this Competency Standard, you need to
for	answer the questions on the following pages successfully.
Candidate	

Candidate Details	Name:  Candidate Signature:	. Registration/Roll Number:
Written Assessment Outcome	COMPETENT   Name of the Assessor:  Signature of the Assessor:	NOT YET COMPETENT   . Assessor's code:

Title of Qualification:	CS Code:	Level:	Version:
Audio/Video Editor		2	1
Competency Standard Title:	Assessmen	t Date (DD/M	M/YY):
Competency Standard Title: Design Graphics	Assessmen	t Date (DD/M	M/YY):
	Assessmen	t Date (DD/M	M/YY):

Question	Candidate's answer
40. Which color mode is used for Broadcast Graphics?	b. CMYK b. <b>RGB</b> c. Index d. Lab
41. What does dpi stands for?	b. Digits per inch b. <b>Dots per inch</b> c. decibels per inch
42. Photoshop can not be used for web layout designing.	b. True b. <b>False</b>
43. we can save a image with transparent background in Photoshop.	a. <b>True</b> b. False
44. How many Basic blending modes are in Photoshop?	Answers:
45. What Are The Components Of Graphic Design?	Answers:  color theory. composition and layout. perspective. typography.
46. What does cropping means?	Cropping is the process of removing portions of a photo to create focus
47. What are Gradients in Photoshop?	Gradient tool is used to create a smooth blending between two or more colors

Question	Candidate's answer
48. What is layer style in Photoshop?	A layer style is one or more effects applied to a layer or layer group
49. What are smart Objects in Photoshop?	Smart Objects are layers that contain image data from raster or vector images. Smart Objects preserve an image's source content with all its original characteristics, enabling you to perform nondestructive editing to the layer.

Title of Qualification: Audio/Video Editor	CS Code:	Level:	Version:
	021100998	2	1
Competency Standard Title: Mix Sound	Assessment D	Pate (DD/MM/YY	):

Candidate Details	Name:  Candidate Signature:	. Registration/Roll Number:
Written Assessment Outcome	COMPETENT   Name of the Assessor:  Signature of the Assessor:	NOT YET COMPETENT   . Assessor's code:

Title of Qualification:	CS Code:	Level:	Version:
Audio/Video Editor		2	1
Competency Standard Title:	Assessmen	t Date (DD/M	M/YY):
Competency Standard Title: Mix Sound	Assessmen	t Date (DD/MI	M/YY):
	Assessmen	t Date (DD/M	M/YY):

Question	Candidate's answer
What Is An Audio Interface?	An audio <b>interface</b> is a piece of hardware that expands and improves the sonic capabilities of a computer. Some audio <b>interfaces</b> give you the ability to connect professional microphones, instruments and other kinds of signals to a computer, and output a variety of signals as well.  Basically it is an external sound card
What are the basic format of sound?	<ul> <li>MP3         The most popular audio format, (also known as MPEG-3) MP3 is a lossy format playable on many devices and programs. However, due to numerous involved patents, some programs, especially open source or independently developed programs, cannot handle MP3 files as the developers do not have the resources to pay the necessary royalties.     </li> <li>WAV         The default uncompressed audio format on Windows, also playable in most programs. WAV is a higher quality format than MP3, so it uses more storage.     </li> </ul>
3. What is bitrate?	Bit Rate refers to the audio quality of the stream. It is measured in Kilobitspersec(kbps or k). Bit rate is no of bits (data) encoded per second or the no. of bits transmitted or received per second. Higher the bit rate with more sampling rate, requires high bandwidth and produces good audio quality. Low bit rates refer to smaller file size and less bandwidth with a drop in audio quality. For good quality music usually 64–128kbps(96kbps+recommended) bit rate is preferred.
4. What is console?	In <b>sound</b> recording and reproduction, and <b>sound</b> reinforcement systems, a mixing <b>console</b> is an electronic device for combining <b>sounds</b> of many different audio signals. frames

Question	Candidate's answer
5. What is Sound and What is Noise?	Sound is a form of energy that is transmitted by pressure variations which the human ear can detect. When one plays a musical instrument, say a guitar, the vibrating chords set air particles into vibration and generate pressure waves in the air. A person nearby may then hear the sound of the guitar when the pressure waves are perceived by the ear. Sound can also travel through other media, such as water or steel.
	Apart from musical instruments, sound can be produced by many other sources - man's vocal cord, a running engine, a vibrating loudspeaker diaphragm, an operating machine tool, and so on. Click on the demo buttons and you will hear the noise from different sources.
	Noise is unwanted sound. Usually the sound of a violin is referred to as music - is something pleasing. Depending on other factors, the sound may be perceived as noise.
	Noise perception is subjective. Factors such as the magnitude, characteristics, duration, and time of occurrence may affect one's subjective impression of the noise.
6. What are effects?	Sound effects or audio effects are artificially created or enhanced sounds, or sound processes used to emphasize artistic or other content of movies, video games, music, or other media.
7. What is audio mixing?	Audio mixing is the process by which multiple sounds are combined into one or more channels. In the process, a source's volume level, frequency content, dynamics, and panoramic position are manipulated or enhanced. This practical, aesthetic, or otherwise creative treatment is done in order to produce a finished version that is appealing to listeners.  Audio mixing is practiced for music, film, television and live sound. The process is generally carried out by a mixing engineer operating a mixing
	console or digital audio workstation.
What is tracking and Voice over recording?	<b>Tracking</b> is essentially the process of recording songs. The name comes from the fact that each instrument is recorded individually and given it's own "track" in the mix, so that the balance and sound of each can be controlled later. Originally, "track" referred to a thin width of analogue tape, today it usually means a file on a hard drive. Performances can be "live", with all the musicians playing at once; one instrument at a time; or a mixture of the two.
	Same as Voice over recording are just simple Vocals or narration as compare to tracking
9. Describe 1 Audio recording software and why you find it good for recording?	Adobe Auditon, Mix Craft 8, FL Studio, CuBase, Reaper, Luvento

Title of Qualification: Photographer	CS Code: 021100992	Level:	Version:
Competency Standard Title: Manage Customer Services & Sales	Assessment D	Date (DD/MM/YY	<b>'</b> ):

Candidate Details	Name:							
	Registration/Roll Number:							
	To meet this standard, you are required to complete the following within 3 hours' time frame (for practical demonstration & assessment):							
Guidance for Candidate	<ol> <li>Assessment Task 1: Prepare customer profile on give format 1 as per assessor instructions</li> <li>Assessment Task 2: Perform role play to make sales as per scenario given by assessor</li> <li>Assessment Task 3: Perform role pay to handle annoyed customer as per</li> </ol>							
	scenario given by assessor							
	And complete:  10. Knowledge assessment test (Written or Oral)  11. Portfolios at the time of assessment (if any)							
	During a practical assessment, under observation by an assessor, you will complete:							
	Prepare customer profile as assessor instructions.							
	Performance Criteria 1: Gather data for prospecting through internet							
	Performance Criteria 2: Identify need of Services/Product of potential customer							
	Performance Criteria 3: Prepare prospect profile on given format 1							
	Perform role play to make sales as per given scenario by assessor							
	Performance Criteria 1: Identify customer needs							
	Performance Criteria 2: Identify the potential opportunities							
Minimum	Performance Criteria 3: Pitch service to client							
Evidence	Performance Criteria 4: Negotiate deal							
Required	Performance Criteria 5: Close the sales opportunity							
	Perform role play to handle difficult customer as per given scenario by assessor							
	Performance Criteria 1: Record customer's demands / complaints attentively.							
	Performance Criteria 2: Use simple, clear and assertive language during interaction							
	Performance Criteria 3: Gather information about customer's demands & need							
	Performance Criteria 4: Coordinate with others to resolve customer issues Performance Criteria 5: Collect customer feedback							
	Portfolios required at the time of assessment (if any) for							
	Performance criteria 1: Log book of practical work for manage customer services & sales							

Candid Details		Name:								
Assess		nent Name of the Assessor:				NOT YET COMPETENT   Assessor's code:				
		Assessor:								
		Assessm	ent Su	mma	-		by the	assess		•
	Activ	'ity		1	Metho	d T	1		Res	sult -
Nature	Nature of Activity			Oral	Observation	Portfolio	Role Play	Competent		Not Yet Competent
Practic	al Skill Den	nonstration			✓		✓			
Knowle	edge Asses	sment	✓	✓						
Other F	Requiremer	nt				✓				
Each A	ssessment	t Task (with perfo	ormance	e crite	eria)					
Assess	sment Task	: 1			Descrip Prepare assess	e custor	mer pro		isk 1 give format	1 as per
During followin		al assessment, c	andida	te de	monstrat	ed the	Yes	No	Remarks	
1	Performa through ir	nce Criteria 1: Ga nternet	ather da	ata fo	r prospe	cting				
2		nce Criteria 2: Ide Product of potent								
3	Performa given form	nce Criteria 3: Pr nat 1	epare p	orosp	ect profil	e on				
Compe	etent 🗆				Not Yet	Compe	etent 🗆			
Assessment Task 2 Description of Perform role p by assessor							given scenario			
During the practical assessment, candidate demonstrated the following:			Yes	No	Remarks					
1	Performa	Performance Criteria 1: Identify customer needs								
2	Performance Criteria 2: Identify the potential opportunities									
3	Performance Criteria 3: Pitch service to client									
4	Performance Criteria 4: Negotiate deal									

Not Yet Competent  $\square$ 

Competent □

Assess	Assessment Task 3  Description of assessment task 3  Perform role pay to handle annoyed customer scenario given by assessor				
During the practical assessment, candidate demonstrated the following:			Yes	No	Remarks
1	Performance Criteria 1: Record customer's demands / complaints attentively.				
2	Performance Criteria 2: Use simple, clear and assertive language during interaction				
3	Performance Criteria 3: Gather information about customer's demands & need				
4	Performance Criteria 4: Coordinate with others to resolve customer issues				
5 Performance Criteria 5: Collect customer feedback					
Competent □ Not Yet Compe			tent 🗆		

Portfolio 1				Description of portfolio Logbook of practical work on manage customer services & sales				
Current ☐ Sufficient ☐ Authentic				C □ Valid □ Reliable □			Reliable □	
Portfolio meet the following performance standards:					Yes	No	Remarks	
1	Performance criteria 1 for the evaluation of policy Log book of practical work for manage custor services & sales				lio:			
Competent □ Not Yet Competent □								

# **Customer Profile Sheet** Comment/Special instructions Full Name: Last First M.I. Address: Street Address Apartment/Unit # City State ZIP Code Social Security Home Phone: [Phone] Number: Bill to address: Alternate Contact Phone Email General Information [please answer all questions] Customer Type: Individual Company Govt. Agency Briefly describe customer requirement: How did you first hear about us? Signature: Date: \_\_\_\_\_

Title of Qualification: Photographer	CS Code: 0211001001	Level:	Version:
Competency Standard Title: Manage Photography Project	Assessment D	Date (DD/MM/YY	<b>'</b> ):

Candidate Details	Name:							
	Registration/Roll Number:							
	To meet this standard, you are required to complete the following within 3 Hours' time frame (for practical demonstration & assessment):							
Guidance for Candidate	<ol> <li>Assessment Task 1: Prepare a photography project concept as assessor's instructions</li> <li>Assessment Task 2: Prepare project work breakdown chart and key activities schedule of developed project concept</li> <li>Assessment Task 3: Prepare Legal documents required in developing photography project</li> <li>And complete:         <ul> <li>Knowledge assessment test (Written or Oral)</li> <li>Portfolios at the time of assessment (if any)</li> </ul> </li> </ol>							
	During a practical assessment, under observation by an assessor, you will complete:							
	Prepare a photography project concept as assessor's instructions							
	Performance Criteria 1: Identify scope of project							
	Performance Criteria 1: Gather information for the project							
	Performance Criteria 2: Identify the project requirements							
	Performance Criteria 3: Develop project theme							
Minimum	Prepare project work breakdown chart and key activities schedule of developed project concept							
Evidence Required	Performance Criteria 1: Determine duration & tasks of project							
rtoquirou	Performance Criteria 1: Prepare project work breakdown chart							
	Performance Criteria 2: Prepare key activity schedule							
	Prepare Legal documents required in developed photography project							
	Performance Criteria 1: Identify Legal document requirement for developed photography project							
	Performance Criteria 1: Prepare legal documents required in developed photography project.							
	Portfolios required at the time of assessment (if any) for							
	Performance criteria 1: Log book of practical work for Manage Photography Project							

Candida Details	ate	Name: Registration/Roll Number: Candidate Signature:									
Assess Outcom		COMPETENT   Name of the Assessor:  Signature of the Assessor:						sor's co			
Assessment Summary (to be filled by the assessor)											
	Activ				Method		, , :		Res	sult	
Nature of Activity		Written	Oral	Observation	Portfolio	Role Play		Competent Not Yet			
Practica	al Skill Den	nonstration			<b>√</b>				J		
Knowle	dge Asses	sment	✓	✓							
Other R	Requiremer	nt				<b>✓</b>					
Each A	ssessmen	t Task (with perfo	rmance	e crite	ria)						
Assess	sment Tas	k 1			Descrip Prepare instructi	a phot				as assessor's	
During followin		al assessment, c	andida	te der	nonstrate	ed the	Yes	No	Remarks		
1	Performance Criteria 1: Identify scope of project										
2	Performance Criteria 1: Gather information for the project										
3	Performa requireme	nce Criteria 2: Ide ents	entify th	ne pro	ject						
4	Performa	nce Criteria 3: De	evelop	projec	t theme						

Not Yet Competent □

Competent □

□ cob Λ	accoment Tools (with performance	o orita	orio)					
	ssessment Task (with performanc	ria) ————————————————————————————————————						
Assessment Task 2			Description of assessment task 1					
			Prepare project   schedule of de			own chart and key activities ct concept.		
During followin	the practical assessment, candidang:	ate de	monstrated the	Yes	No	Remarks		
1	Performance Criteria 1: Determine of project	ne dur	ation & tasks					
2	Performance Criteria 1: Prepare breakdown chart	projed	ct work					
3	Performance Criteria 2: Prepare schedule	key a	ctivity					
Compe	etent □		Not Yet Compe	tent 🗆				
		'						
Each A	ssessment Task (with performanc	e crite	eria)					
Assess	sment Task 3		Description of	Description of assessment task 1				
			Prepare Legal documents required in developed photography project.					
During followin	monstrated the	Yes	No	Remarks				
1	Performance Criteria 1: Identify L requirement for developed photo	₋egal graph	document y project					
2	Performance Criteria 1: Prepare required in developed photograp							
Compe	tent 🗆		Not Yet Competent □					
Portfoli	o 1		Description of portfolio					
			Logbook of pra Project	ctical w	ork on	Manage Photography		
Current	: □ Sufficient □ Aut	c □ Valid			Reliable □			
Portfoli	o meet the following performance	ards:	Yes	No	Remarks			
1	Performance criteria 1 for the evaluation to the evaluation of the							
Compe	Competent □ N			etent 🗆				

Title of Qualification: Photographer	CS Code: 021100993	Level:	Version:
Competency Standard Title: Set photographic composition	Assessment D	Date (DD/MM/YY	():

Candidate Details	Name:								
	Registration/Roll Number:								
	To meet this standard, you are required to complete the following within 1 Hour time frame (for practical demonstration & assessment):								
Guidance for	<ol> <li>Assessment Task 1: Set photographic compositions as per instructions given by assessors.</li> </ol>								
Candidate	And complete:								
	<ol> <li>Knowledge assessment test (Practical)</li> <li>Portfolios at the time of assessment (if any)</li> </ol>								
	During a practical assessment, under observation by an assessor, you will complete:								
	Set photographic compositions as per instructions given by assessors.								
	Performance Criteria 1: Prepare location design and Set background for photographic composition								
	Performance Criteria 2: Identify and Arrange props as per location design								
	Performance Criteria 3: identify subjects Synchronize subject with Light								
Minimum Evidence	Performance Criteria 4: Identify frame and compositions angles as per assessor instructions								
Required	Performance Criteria 5: Use light angles according to compositions								
	Portfolios required at the time of assessment (if any) for								
	Performance criteria 1: Log book of practical work for Set photographic composition								

Candid Details	ate	Name:											
Assess Outcon		Signature of the			NOT YET COMPETENT   Assessor's code:								
Assessment Summary (to be filled by the assessor)													
	Activ	ity			Method	k			Res	sult			
Nature of Activity			Written	Oral	Observation	Portfolio	Role Play		Competent	Not Yet Competent			
Practic	al Skill Den	nonstration			✓								
Knowle	dge Asses	sment	✓	✓									
Other F	Requiremer	nt				✓							
Each A	ssessment	t Task (with perfo	rmance	e crite	ria)					l			
Assess	ment Task	.1			Descrip Set pho by asse	tograph				structions given			
During followin		al assessment, c	andida	te den	nonstrate	ed the	Yes	No	Remarks				
1		nce Criteria 1: Pr ground for photog				n and							
2		nce Criteria 2: Ide cation design	nd Arı	ange pr	ops								
3	Performance Criteria 3: identify & synchronize subjects with lights												
4		nce Criteria 4: Ide ons angles as pe				าร							
5		nce Criteria 5: Us sessor given inst			s accord	ling to							

Not Yet Competent □

Competent □

Portfoli	o 1	Lo	escription of postion of praces of praces of the composition			Set photographic
Current ☐ Sufficient ☐ Authentic			] Valid			Reliable □
Portfoli	o meet the following performance	e standard	ls:	Yes	No	Remarks
1	Performance criteria 1 for the eventual Log book of practical work for S composition	•				
Competent □			lot Yet Compe	etent 🗆		

Title of Qualification: Photographer	CS Code: 021100989	Level:	Version:		
Competency Standard Title:	Assessment Date (DD/MM/YY):				
Set up light, equipment & accessories for photography					

Candidate Details	Name:
	Registration/Roll Number:
	To meet this standard, you are required to complete the following within 2 hours' time frame (for practical demonstration & assessment):
Guidance for	14. Assessment Task 1: Setup light for photography as per instructions given by assessors
Candidate	And complete:
	15. Knowledge assessment test (Practical ) 16. Portfolios at the time of assessment (if any)
	During a practical assessment, under observation by an assessor, you will complete:
	Setup light for photography as per instructions given by assessors.
	Performance Criteria 1: Identify subject's light
	Performance Criteria 2: Identify types of light on location
	Performance Criteria 3: Measure intensity of light on location
	Performance Criteria 4: Select light equipment & accessories as per instructions given by assessors
Minimum Evidence	Performance Criteria 5: Set selected light equipment & accessories Performance Criteria 6: Discover Light Angles
Required	Performance Criteria 7: Develop light pattern
	Performance Criteria 8: Adjust Reflected light
	Portfolios required at the time of assessment (if any) for
	Performance criteria 1: Log book of practical work for carryout setup light, equipment & accessories for photography

Candida Details	ate					Registration/Roll Number:					
Assess Outcom		COMPETENT   Name of the Assessor:  Signature of the Assessor:						ssor's c			
Assessment Summary (to be filled by the assessor)											
	Activ		<u> </u>		Method		<i>y</i>	100000	Res	sult	
Nature of Activity		Written	Oral	Observation	Portfolio	Role Play		Competent	Not Yet Competent		
Practica	al Skill Den	monstration			✓						
Knowle	dge Asses	sment	<b>✓</b>	✓							
Other R	Requiremer	nt				✓					
Each A	ssessment	t Task (with perfo	rmance	e crite	eria)						
Assess	ment Task	1			Descrip Setup li assesso	ight for				ıctions given by	
During followin		al assessment, c	andida	te der	monstrate	ed the	Yes	No	Remarks		
1	Performa	nce Criteria 1: Ide	entify s	ubjec	t's light						
2	Performal location	nce Criteria 2: Ide	entify lig	ght's 1	types on						
3	Performance Criteria 3: Measure intensity of light on location										
4	Performance Criteria 4: Select light equipment & accessories as per instructions given by assessors										
5	Performance Criteria 5: Set selected light equipment & accessories										
6	Performance Criteria 6: Discover Light Angles										
7	Performa	nce Criteria 7: De	evelop l	light p	attern						
8	Performa	nce Criteria 8: Ac	ljust Re	eflecte	ed light						
Competent □ Not Yet Compe						tent 🗆					

Portfoli	o 1	Logb	cription of pook of pra	ctical w	ork on	setup lights, equipment, &
Current ☐ Sufficient ☐ Authentic			Valid			Reliable □
Portfoli	o meet the following performa	nce standards:		Yes	No	Remarks
1	Performance criteria 1 for the Log book of practical work of equipment, & accessories fo	n setup lights,	ortfolio:			
Competent □			Not Yet Competent □			

Title of Qualification: Photographer	CS Code: 021100994	Level:	Version:
Competency Standard Title: Capture Image	Assessment Date (DD/MM/YY):		<b>'</b> ):

Candidate Details	Name:
	Registration/Roll Number:
	To meet this standard, you are required to complete the following within 3 hours' time frame (for practical demonstration & assessment):
Guidance	<ol> <li>Assessment Task 1: Capture images as per assessor's given subject &amp; technique</li> </ol>
for Candidate	And complete:
Carraidate	<ol> <li>Knowledge assessment test (Practical)</li> <li>Portfolios at the time of assessment (if any)</li> </ol>
	During a practical assessment, under observation by an assessor, you will complete:
	Capture images of assessor's given subject & technique
	Performance Criteria 1: Identify & select camera, lenses and accessories for the capturing image
	Performance Criteria 2:Prepare camera for capturing image of assessor's given subject & technique
	Performance Criteria 3: Identify exposure for capturing image of assessor's given subject & technique
	Performance Criteria 4: Set metering system for capturing image of assessor's given subject & technique
	Performance Criteria 5: Adjust light for capturing image of assessor's given subject & technique
Minimum Evidence	Performance Criteria 6: Adjust ISO for capturing image of assessor's given subject & technique
Required	Performance Criteria 7: Adjust White-balance/Kalvin for capturing image of assessor's given subject & technique
	Performance Criteria 8: Adjust Shutter Speed for capturing image of assessor's given subject & technique
	Performance Criteria 9: Adjust Aperture for capturing image of assessor's given subject & technique
	Performance Criteria 10: Adjust Adjust depth of field for capturing image of assessor's given subject & technique
	Performance Criteria 11: Capture image of assessor's given subject & technique
	Portfolios required at the time of assessment (if any) for
	Performance criteria 1: Log book of practical work for Capture Image

Candidate Details	Name: Candidate Signature:	Š
Assessment Outcome	COMPETENT   Name of the Assessor:  Signature of the Assessor:	NOT YET COMPETENT   Assessor's code:

Assessment Summary (to be filled by the assessor)									
Activity			Method	k		Res	Result		
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent		
Practical Skill Demonstration			✓						
Knowledge Assessment	✓	✓							
Other Requirement				✓					
Each Assessment Task (with perfo	rmance	e criteri	a)						

Assess	sment Task 1	assessi s as pe		sk 1 ssor's given subject &	
During followin	the practical assessment, candidate deng:	monstrated the	Yes	No	Remarks
1	Performance Criteria 1: Identify & sele- lenses and accessories for the capturing				
2	Performance Criteria 2:Prepare camer image of assessor's given subject & te	, ,			
3	Performance Criteria 3: Identify exposicapturing image of assessor's given sutechnique				
4	Performance Criteria 4: Set metering s capturing image of assessor's given su technique				
5	Performance Criteria 5: Adjust light for image of assessor's given subject & te				
6	Performance Criteria 6: Adjust ISO for capturing image of assessor's given subject & technique				
7	Performance Criteria 7: Adjust White-balance/Kalvin for capturing image of assessor's given subject & technique				
8	Performance Criteria 8: Adjust Shutter capturing image of assessor's given su technique				
9	Performance Criteria 9: Adjust Apertur image of assessor's given subject & te				
10	Performance Criteria 10: Adjust Adjust for capturing image of assessor's given technique				
11	Performance Criteria 11: Capture image of assessor's given subject & technique				
Compe	etent	Not Yet Compe	tent 🗆		
Portfoli	o 1	Description of   Logbook of pra			Capture Image
Curren	t □ Sufficient □ Authentic	c □ Valid			Reliable □
Portfoli	o meet the following performance stand	ards:	Yes	No	Remarks
	Performance criteria 1 for the evaluation				

Not Yet Competent  $\square$ 

Competent  $\square$ 

Title of Qualification: Photographer	CS Code: 021100995	Level:	Version:
Competency Standard Title: Edit Photos	Assessment Date (DD/MM/YY):		<b>'</b> ):

Candidate Details	Name:
	Registration/Roll Number:
	To meet this standard, you are required to complete the following within the 3 hours' time frame (for practical demonstration & assessment):
Guidance	<ol> <li>Assessment Task 1: Prepare album/portfolio as per instructions given by assessors.</li> </ol>
for Candidate	And complete:
	<ol> <li>Knowledge assessment test (Practical)</li> <li>Portfolios at the time of assessment (if any)</li> </ol>
	During a practical assessment, under observation of assessor, you will complete:
	Prepare album/portfolio as per instructions given by assessors
	Performance Criteria 1: Review images
	Performance Criteria 2: Set workspace on editing software
	Performance Criteria 3: Set image size on editing software
	Performance Criteria 4: Create Layout on editing software
	Performance Criteria 5: Manage layers on editing software
	Performance Criteria 6: Apply editing tools for preparing album/portfolio
	as per instruction given by assessor
Minimum	Performance Criteria 7: Apply design principles tools for preparing
Evidence	album/portfolio as per instruction given by assessor
Required	Performance Criteria 8: Use editing techniques for preparing
	album/portfolio as per instruction given by assessor
	Performance Criteria 9: Apply filter for preparing album/portfolio as per
	instruction given by assessor.
	Performance Criteria 10: Refine image
	Portfolios required at the time of assessment (if any) for
	Performance criteria 1: Log book of practical work for Edit Photos

Candidate Details	Name: Candidate Signature:	Š
Assessment Outcome	COMPETENT   Name of the Assessor:  Signature of the Assessor:	NOT YET COMPETENT   Assessor's code:

Assessment Summary (to be filled by the assessor)									
Activity			Method	k		Res	Result		
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent		
Practical Skill Demonstration			✓						
Knowledge Assessment	✓	✓							
Other Requirement				✓					
Each Assessment Task (with perfo	rmance	e criteri	a)						

Assess	isk 1				
		Prepare album assessors.	/portfol	io as p	er instructions given by
During following	the practical assessment, candidate de ng:	monstrated the	Yes	No	Remarks
1	Performance Criteria 1: Review image	S			
2	Performance Criteria 2: Set workspace software	e on editing			
3	Performance Criteria 3: Set image size software	e on editing			
4	Performance Criteria 4: Create Layout software	on editing			
5	Performance Criteria 5: Manage layers software	s on editing			
6	Performance Criteria 6: Apply editing t preparing album/portfolio as per instru assessor				
7	Performance Criteria 7: Apply design properties for preparing album/portfolio as per insuby assessor				
8	Performance Criteria 8: Use editing tec preparing album/portfolio as per instru assessor				
9	Performance Criteria 9: Apply filter for preparing album/portfolio as per instruction given by assessor.				
10	Performance Criteria 10: Refine imag	е			
Compe	etent 🗆	Not Yet Compe	tent 🗆		
		· · · · · · · · · · · · · · · · · · ·			

Portfolio 1 Description Logbook of								Edit Photos
Current ☐ Sufficient ☐ Authentic ☐					Valid			Reliable □
Portfoli	io meet the	e following perforn	nance stand	ards:		Yes	No	Remarks
1	Performance criteria 1 for the evaluation of portfolio: Log book of practical work for Edit Photos				rtfolio:			
Competent □ Not Yet Con			et Compe	etent 🗆				

Title of Qualification: Photographer	CS Code: 021100990	Level:	Version:
Competency Standard Title: Select & Prepare work for exhibition	Assessment D	Date (DD/MM/YY	′):

Candidate Details	Name:
	Registration/Roll Number:
	To meet this standard, you are required to complete the following within the 1 week time frame (for practical demonstration & assessment):
Guidance for	Assessment Task 1: Select & prepare work for exhibition as per assessor given theme
Candidate	And complete:
	Knowledge assessment test (Practical )     Portfolios at the time of assessment (if any)
	During a practical assessment, under observation by an assessor, you will complete:
	Select & prepare work for exhibition as per assessor given theme.
	Performance Criteria 1: Identify type of exhibition
	Performance Criteria 2: Prepare exhibition plan
	Performance Criteria 3: Select photograph as per theme
	Performance Criteria 4: Prepare work for exhibition
Minimum	Performance Criteria 5: Design Invitation for exhibition
Evidence	Performance Criteria 6: Promote your exhibition
Required	Performance Criteria 7: Display work as per exhibition theme
	Portfolios required at the time of assessment (if any) for
	Performance criteria 1: Log book of practical work for select & prepare for exhibition

Candida Details		Name:										
Assess Outcom	ssment Name of the Assessor:						Asses	ssor's c				
<u> </u>	Assessment Summary (to be filled by the assessor)											
·	Activ		SIIL GG		Method		Jy inc c	183030	Res	sult		
Nature of Activity		Written	Oral	Observation	Portfolio	Role Play		Competent	Not Yet Competent			
Practica	al Skill Den	monstration			<b>√</b>							
Knowle	edge Asses	sment	✓	✓								
Other F	Requiremer	nt				✓						
Each A	ssessment	t Task (with perfo	rmance	e criteri	ia)							
Assess	sment Task	.1			Descript Select & given the	& prepa				per assessor		
During followin		al assessment, ca	andida	te dem	onstrate	ed the	Yes	No	Remarks			
1	Performa	nce Criteria 1: Ide	entify ty	ype of 6	exhibitio	n						
2	Performa	nce Criteria 2: Pro	epare 6	exhibiti <sup>,</sup>	on plan				-			
3	Performance Criteria 3: Select photograp theme					ər						
4 Performance Criteria 4: Prepare work f				work fo	r exhibit	tion			]			
5 Performance Criteria 5: Design Invitation					n for							
6 Performance Criteria 6: Promote your e.					xhibition	1						
7	Performar exhibition	ince Criteria 7: Dis theme	splay w	/ork as	per							
Compe	tent 🗆			1	Not Yet (	Compe	tent 🗆					

Portfolio 1				Description of portfolio Logbook of practical work on Select & Paper work for Exhibition			
Current ☐ Sufficient ☐ Authen			Authentic	c □ Valid			Reliable □
Portfolio meet the following performance standards:				ards:	Yes	No	Remarks
1	Performance criteria 1 for the evaluation of portfolio: Log book of practical work for Select & Prepare work for exhibition						
Compe	etent 🗆			Not Yet Compo	etent 🗆		

Title of Qualification: Audio/Video Editor	CS Code: 021100991	Level:	Version:
Competency Standard Title: Develop Library	Assessment D	Date (DD/MM/YY	):

Candidate Details	Name:
	Registration/Roll Number:
	To meet this standard, you are required to complete the following within 3 Hours' time frame (for practical demonstration & assessment):
Guidance for Candidate	Assessment Task 1: Develop library for audio/video editing as per assessor's instructions.
	And complete:
	<ol> <li>Knowledge assessment test (practical)</li> <li>Portfolios at the time of assessment (if any)</li> </ol>
	During a practical assessment, under observation by an assessor, you will complete:
	Develop library for audio/video editing as per assessor's instructions.
	Performance Criteria 1: Collect & review storyboard/script, video tapes and log Sheets
	Performance Criteria 2: Prepare stock footage record
Minimum	Performance Criteria 3: Create Project Library into system
Evidence	Performance Criteria 4: Organize stock footage in respective folder
Required	Performance Criteria 5: grab video for library
	Performance Criteria 6: grab audio for library
	Portfolios required at the time of assessment (if any) for
	Performance criteria 1: Log book of practical work for Develop Library

Candid Details		Name:									
		COMPETENT					YOT	YET CO	OMPETENT	ГП	
Assess Outcom		Name of the As Signature of the Assessor:	e								
<u> </u>	Assessment Summary (to be filled by the assessor)										
<del></del>	Activ				Metho		<i>y</i>		-	sult	
Nature of Activity		Written	Oral	Observation	Portfolio	Role Play	Competent		Not Yet Competent		
Practica	al Skill Der	monstration			<b>V</b>						
Knowle	edge Asses	sment	✓	✓							
Other F	Requiremer	nt				<b>✓</b>					
Each A	ssessmen	t Task (with perfo	ormance	e crite	eria)						
Assess	sment Task	:1			'	op library	assessment task 1 y for audio/video editing as per assessor's				
During followin		cal assessment, c	:andida	te der	nonstra	ted the	Yes	No	Remarks		
1		ince Criteria 1: Co rd/script, video taj									
2	Performance Criteria 2: Prepare stock				footage	record			]		
3	Performance Criteria 3: Create Project system					into					
Performance Criteria 4: Organize stock respective folder					c footage	e in					
5	5 Performance Criteria 5: grab video for library								]		
6	Performa	ınce Criteria 6: gr	ab aud	io for	library				]		
Compe	etent 🗆				Not Ye	t Compe	etent 🗆				

Portfoli	io 1				otion of pra			Develop Library
Curren	t 🗆	Sufficient □	Authentid		Valid			Reliable □
Portfolio meet the following performance standa				ards:		Yes	No	Remarks
1	Performance criteria 1 for the evaluation of portfolio: Log book of practical work for Develop Library							
Compe	etent 🗆			Not Ye	t Compe	etent 🗆		

Title of Qualification: Audio/Video Editor	CS Code: 021100996	Level:	Version:
Competency Standard Title: Perform Compositing	Assessment D	Date (DD/MM/YY	<b>'</b> ):

Candidate Details	Name:
	Registration/Roll Number:
	To meet this standard, you are required to complete the following within 03 hours' time frame (for practical demonstration & assessment):
Guidance for	17. Assessment Task 1: Animate an Opening Title as per instructions given by assessors.
Candidate	
	And complete:
	<ul><li>18. Knowledge assessment test (Practical)</li><li>19. Portfolios at the time of assessment (if any)</li></ul>
	During a practical assessment, under observation by an assessor, you will complete:
	Animate an Opening Title as per instructions given by assessors.
	Performance Criteria 1: Identify instructions & specification for compositing
	Performance Criteria 2: Arrange data (images, Elements) as per project brief
	Performance Criteria 3: Create and Save Project
	Performance Criteria 4: Set Composition Duration, Select video format, frame rate, resolution
	Performance Criteria 5: Import Layout into project.
	Performance Criteria 6: Place layout into composition
Minimum	Performance Criteria 7: Work with 2D/3D layers and Cameras
Evidence	Performance Criteria 8: Use key frames and Apply effects on layers.
Required	Performance Criteria 9: Add supporting Elements if needed.
	Performance Criteria 10: Animate Logo as given assessor's instructions
	Performance Criteria 11: Perform compositing
	Performance Criteria 12: Set output format and Perform render.
	Portfolios required at the time of assessment (if any) for
	Performance criteria 1: Log book of practical work for Perform Compositing

Candidate Details	Name: Candidate Signature:	Š
Assessment Outcome	COMPETENT   Name of the Assessor:  Signature of the Assessor:	NOT YET COMPETENT   Assessor's code:

Assessment Summary (to be filled by the assessor)										
Activity			Method	k		Res	sult			
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent			
Practical Skill Demonstration			✓							
Knowledge Assessment	✓	✓								
Other Requirement				✓						
Each Assessment Task (with perfo	ormanc	Each Assessment Task (with performance criteria)								

Asses	ssment Task 1	Description of assessment task 1 Animate an Opening Title as per instructions given by assessors.			
During follow	g the practical assessment, candidate dei ing:	monstrated the	Yes	No	Remarks
1	Performance Criteria 1: Identify instruction specification for compositing	ctions &			
2	Performance Criteria 2: Arrange data ( Elements) as per project brief	(images,			
3	Performance Criteria 3: Create and Sa	ve Project			
4	Performance Criteria 4: Set Composition Select video format, frame rate, resolu				
5	Performance Criteria 5: Import Layout	into project.			
6	Performance Criteria 6: Place layout i composition	nto			
7	Performance Criteria 7: Work with 2D/2	3D layers and			
8	Performance Criteria 8: Use key frame effects on layers.	es and Apply			
9	Performance Criteria 9: Add supporting needed.	ng Elements if			
10	Performance Criteria 10: Animate Logo as per requirement				
11	Performance Criteria 11: Perform com	positing			
12	Performance Criteria 12: Set output format and Perform render				
Comp	petent	Not Yet Compe	tent 🗆		

Portfoli	Description of portfolio						
			Logbook o	t pra	ctical w	ork on	Perform Compositing
Current □ Sufficient □ Aut		Authentic □ Val		Valid □ F			Reliable □
Portfoli	o meet the following perform	ards:		Yes	No	Remarks	
1	Performance criteria 1 for the evaluation of portfolio: Log book of practical work for Perform Compositing						
Competent □			Not Yet Competent □				

Title of Qualification: Audio/Video Editor	CS Code: 021100997	Level:	Version:
Competency Standard Title: Design Graphics	Assessment D	Date (DD/MM/YY	():

Candidate Details	Name:							
	Registration/Roll Number:							
	To meet this standard, you are required to complete the following within 3 Hours; time frame (for practical demonstration & assessment):							
Guidance for	20. Assessment Task 1: Design a Title Layout as per instructions given by assessors.							
Candidate	And complete:							
	21. Knowledge assessment test (Practical) 22. Portfolios at the time of assessment (if any)							
	Design a Title Layout as per instructions given by assessors.							
	Performance Criteria 1: Identify instructions & specifications for Layout,							
	Performance Criteria 2: Identify objective and prepare notes of Layout							
	Performance Criteria 3: Draw Thumbnail Sketches							
	Performance Criteria 4: Arrange and collect Images if needed							
	Performance Criteria 5: Select software and Set Size, Resolution and Color Mode							
	Performance Criteria 6: Select tools on graphic designing software							
	Performance Criteria 7: Perform cropping, Color treatment on Images.							
	Performance Criteria 8: Create objects, elements using different techniques							
	Performance Criteria 9: Add Logo and other necessary stuff.							
	Performance Criteria 10: Use Layer Styles, masking, blending modes, Filters techniques							
	Performance Criteria 11: Create layout							
	Performance Criteria 12: Save final Output as per requirement							
	Portfolios required at the time of assessment (if any) for							
	Performance criteria 1: Log book of practical work for Design Graphics							

Candidate Details	Name: Candidate Signature:	Š
Assessment Outcome	COMPETENT   Name of the Assessor:  Signature of the Assessor:	NOT YET COMPETENT   Assessor's code:

Assessment Summary (to be filled by the assessor)									
Activity			Method	k		Res	Result		
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent		
Practical Skill Demonstration			✓						
Knowledge Assessment	✓	✓							
Other Requirement				✓					
Each Assessment Task (with performance criteria)									

Assess	ment Task 1	Description of assessment task 1 Design a Title Layout as per instructions given by assessors.				
During followin	the practical assessment, candidate der ng:	monstrated the	Yes	No	Remarks	
1	Performance Criteria 1: Identify instructions for Layout,	tions &				
2	Performance Criteria 2: Identify objecti prepare notes of Layout	ve and				
3	Performance Criteria 3: Draw Thumbn	ail Sketches				
4	Performance Criteria 4: Arrange and conneeded	ollect Images if				
5	Performance Criteria 5: Select Proper Set Size, Resolution and Color Mode					
6	Performance Criteria 6: select proper graphic designing software	tools on				
7	Performance Criteria 7: Perform cropp treatment on Images.	ing, Color				
8	Performance Criteria 8: Create objects using different techniques	, elements				
9	Performance Criteria 9: Add Logo and necessary stuff.	other				
10	Performance Criteria 10: Use Layer St blending modes, Filters techniques					
11	Performance Criteria 11: Create layout	t				
12	Performance Criteria 12: Save final Ourequirement	itput as per				
Compe	etent 🗆	Not Yet Compe	tent 🗆			

Portfolio 1					Description of portfolio Logbook of practical work on Design Graphics			
Current ☐ Sufficient ☐ Authentic					Valid			Reliable □
Portfoli	io meet the f	ollowing perform	nance stand	ards:		Yes	No	Remarks
1	Performance criteria 1 for the evaluation of portfolio: Log book of practical work for Design Graphics							
Competent □			Not Yet Competent □					

Title of Qualification: Audio/Video Editor	CS Code: 021100998	Level:	Version:
Competency Standard Title: Mix Sound	Assessment D	Date (DD/MM/YY	):

Candidate Details	Name:							
	Registration/Roll Number:							
	To meet this standard, you are required to complete the following within 3 Hours' time frame (for practical demonstration & assessment):							
Guidance for	23. Assessment Task 1: Record & mix audio file as per assessor's given instructions							
Candidate	And complete: 24. Knowledge assessment test (practical) 25. Portfolios at the time of assessment (if any)							
	During a practical assessment, under observation by an assessor, you will complete:							
	Record & mix audio file as per assessor given instructions							
	Performance Criteria 1: Prepare sound equipment & channels for recording							
	audio							
	Performance Criteria 2: Record sound as per assessor given instructions							
	Performance Criteria 3: Set project format as per project requirement							
	Performance Criteria 4: Load audio layers on sequence							
Minimum	Performance Criteria 5: Perform audio treatment							
Evidence	Performance Criteria 6: Perform audio editing							
Required	Performance Criteria 7: Apply audio filter as per project requirement							
	Performance Criteria 8: Perform audio mixing							
	Performance Criteria 9: Select output format as project requirement							
	Performance Criteria 10: Render final project							
	Portfolios required at the time of assessment (if any) for							
	Performance criteria 1: Log book of practical work for mix sound							

Candidate Details		Name:  Candidate Signature:						-				
Assessmel Outcome	nt	COMPETENT   Name of the Assessor:   Signature of the Assessor:   Assessor:						Asses	sor's c			
	Activ	Assessme	ent Su	mmai		<u>to be</u> ethod		y the a	assess	sor) Res		
Activity  Nature of Activity			Written	Oral		Observation	Portfolio	Role Play	Competent		Not Yet Competent	
Practical S	skill Dem	nonstration		Ŭ		<b>√</b>	<u> </u>			J		
Knowledge	e Asses	sment	✓	✓								
Other Requ	uiremen	nt					✓			_		
Each Asse	ssment	t Task (with perfo	rmanc	e crite	eria)	1						
Assessme	nt Task	1			Re					ask 1 er assessor	given	
During the following:	practica	al assessment, c	andida	te der	mon	ıstrate	ed the	Yes	No	Remarks		
		nce Criteria 1: Pr for recording aud		sound	l equ	uipme	ent &					
		nce Criteria 2: Regiven instructions		ound	as p	oer						
		nce Criteria 3: Se quirement	∍t proje	ct for	mat	as pe	∍r					
4	erformaı equence	nce Criteria 4: Lo	ad aud	lio lay	ers	on						
5 Pe	Performance Criteria 5: Perform audio treatment						nt					
6 Pe	Performance Criteria 6: Perform audio editing											
	Performance Criteria 7: Apply audio filter as per project requirement											
8 Pe	erforma	nce Criteria 8: Pe	erform :	audio	mix	ting						
		nce Criteria 9: Se quirement	ect ou	ıtput f	orm	at as						
10 Pe	erformaı	nce Criteria 10: R	≀ender	final	proje	ect						
Competen	ıt 🗆				Not	t Yet	Compe	tent 🗆				

Portfolio 1				Description of portfolio Logbook of practical work on mix sound				
Current ☐ Sufficient ☐ Authentic			c 🗆	Valid			Reliable □	
Portfoli	io meet th	e following perform	nance stand	ards:		Yes	No	Remarks
1	Performance criteria 1 for the evaluation of portfolio: Log book of practical work for mix sound							
Competent □			Not Yet Competent □					

Title of Qualification: Audio/Video Editor	CS Code: 021100999	Level:	Version: 1
Competency Standard Title: Carryout Non-Linear Editing	Assessment D	Pate (DD/MM/YY	):

Candidate Details	Name:						
	Registration/Roll Number:						
	To meet this standard, you are required to complete the following within 3 hours' time frame (for practical demonstration & assessment):						
Guidance for	26. Assessment Task 1: Edit a package as per instruction given by assessor						
Candidate	And complete: 27. Knowledge assessment test (practical) 28. Portfolios at the time of assessment (if any)						
	During a practical assessment, under observation by an assessor, you will complete:						
	Edit a package as per instructions given by assessors.						
	Performance Criteria 1: Select preset/mode of project						
Minimum	Performance Criteria 2: Set project properties for editing package						
	Performance Criteria 3: prepare timeline in project for editing package						
	Performance Criteria 4: Import videos, graphics & animations for editing package						
	Performance Criteria 5: Set video, audio & animation sequence on project for editing package						
	Performance Criteria 6: Balance audio in project for editing package						
	Performance Criteria 7: Perform color treatment in project for editing package						
Evidence	Performance Criteria 8: Perform rough-cut in project for editing package						
Required	Performance Criteria 9: Review timeline for editing package						
	Performance Criteria 10: Add video & audio transitions on timeline						
	Performance Criteria 11: Perform sharp cut on timeline on project for editing package						
	Performance Criteria 12: Perform timeline rendering						
	Performance Criteria 13: Select output format of project						
	Performance Criteria 14: Export timeline as per select output format						
	Portfolios required at the time of assessment (if any) for						
	Performance criteria 1: Log book of practical work for carryout non-liner editing						

Candidate Details	Name:  Candidate Signature:	-			
Assessment Outcome	COMPETENT   Name of the Assessor:  Signature of the Assessor:				

Assessment Summary (to be filled by the assessor)							
Activity	Method			Result			
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement				✓			

Each A	ssessment Task (with performance crite	eria)				
Assess	sment Task 1	Description of assessment task 1 Edit a package as per instruction by assessor				
During followin	the practical assessment, candidate deng:	monstrated the	Yes	No	Remarks	
1	Performance Criteria 1: Select preset/ project	mode of				
2	Performance Criteria 2: Set project properties for editing package					
3	Performance Criteria 3: prepare timeli editing package	ne in project for				
4	Performance Criteria 4: Import videos, animations for editing package	graphics &				
5	Performance Criteria 5: Set video, aud sequence on project for editing package					
6	Performance Criteria 6: Balance audic editing package	in project for				
7	Performance Criteria 7: Perform color project for editing package	treatment in				
8	Performance Criteria 8: Perform rough-cut in project for editing package					
9	Performance Criteria 9: Review timeline for editing package					
10	Performance Criteria 10: Add video & transitions on timeline	audio				
11	Performance Criteria 11: Perform shartimeline on project for editing package					
12	Performance Criteria 12: Perform time	eline rendering				
Compe	etent	Not Yet Compe	etent 🗆			
Portfoli	o 1	Description of portfolio  Logbook of practical work on carryout non-liner editing				
Curren	t □ Sufficient □ Authenti	c □ Valid			Reliable □	
Portfoli	o meet the following performance stand	lards:	Yes	No	Remarks	
1	Performance criteria 1 for the evaluation Log book of practical work for carryout editing					
Compe	etent $\square$	Not Yet Compe	etent $\square$			

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